



AX'L MARIE GRACE MENGULLO

Pharmacist (Medical Virtual Assistant)


Self-motivated and determined licensed pharmacist in the Philippines with several years of experience in both community and hospital setting and with a passion in providing exceptional healthcare services. Equipped with good communication skills and technological knowledge in the medical field that would help to achieve better business outcomes. Seeking for an employment with a company that offers a positive atmosphere to learn and implement new skills.

Contact

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 Block 15 Lot 12 Garden Villas, Elenita Heights, Catalunan Grande, Talomo District, Davao City, Philippines

Education & License

2012-2015

Bachelor of Science in PHARMACY

Tagum Doctors College, Inc,

2015

Pharmacist Licensure Exam (Passed)

Professional Regulation Commission

Skills

- Good Communication Skills
- Patient Profiling
- Patient Counseling
- Good Customer Service
- Prescription Refilling
- Planning and Scheduling
- Administrative Skills
- Computer Literacy


Certificate

Medical Virtual Assistant Training

Certificate of Participation
(Hoops Training Center)

- Insurance Verification
- Pre-authorization
- Referral
- SOAP Notes
- Medical Billing and Coding
- Phone Triage/Appointment Setting
- Credentialing

Experience

 **March 2022 - March 2024**
ROA PHARMACY

Pharmacy Manager

- Handled administrative tasks such as staff scheduling, email management, and sales and other accounting reports
- Provided pharmaceutical care to customers by attending to their respective inquiries, proper counseling, and keeping their prescription records.
- Managed operation on a daily basis such as maintaining inventory stock level, establishing good customer services and proper staff handling.
- Implements and initiates action towards achieving desired goals and improving business performance.

 **September 2019 - February 2022**

WATSONS PERSONAL CARE STORES (PHILIPPINES), INC.

Store Pharmacist/Store Supervisor

- Supervised pharmacy operations including profitability, customer services and other regulatory compliance.
- Provided support to the immediate head in managing retail operation standards such as inventory, good pharmacy practice and till management.
- Engaged and corresponded to customers in both online and offline platforms through digital tools and techniques in order to achieve sales target.

 **April 2016 - September 2019**

MEDEXPRESS DRUGSTORE (DAVAO DOCTORS HOSPITAL)

Senior Pharmacist

- Processed and refilled prescription orders for outpatient clients through the use of their Electronic Prescription Record (E-Rx) system.
- Adept in using programs for systematized recording of patients' medication history.
- Dispensed and recorded an average of 150-200 prescriptions per day.
- Processed cash settlements and ensures accurate accounting of daily sales.
- Proficient in creating employee work schedules and staffing levels.

 **September 2015 - March 2016**

ZAFRA MEDICAL CLINIC AND HOSPITAL

Hospital Pharmacist

- Filled prescriptions, prepared and dispensed medications to both inpatients and outpatients of the Hospital Pharmacy.
- Managed inventories, stock level and maintained good quality of products
- Worked closely with medical and nursing staff to ensure good healthcare services.